



Job Title	Civilian Criminal Investigator	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	TBD

Class Specification- Civilian Criminal Investigator

Summary Statement:

The purpose of this position is to provide support and expertise through comprehensive assessment and planning to meet the needs of the at-risk elderly by maintaining collaborative relationships between the CSPD Crimes Against Elders (CAE) Unit and the CSPD Victim Advocacy Unit (VAU), the El Paso County Department of Human Services-Adult Protective Services (APS), Silver Key Senior Services, the Pikes Peak Area Council of Governments-Area Agency on Aging (PPACG-AAA), and other agencies that provide services for the elderly population.

Essential Functions

Note: Regular and predictable attendance in the performance of this job is an essential function.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

40%

Case Investigation - Case review and triage of incoming calls from facilities and other institutions regarding potential elder abuse. Assess police response and identify services needed. Assess whether criminal case report regarding abuse/exploitation regarding at-risk elders will be initiated, and completes case summary reports and case report supplements when applicable. Obtain information and conduct a criminal investigation when appropriate, to include but not limited to; collecting and submitting evidence, obtaining victim and witness statements, obtaining medical records/evaluations, etc. Forward the required information to APS, the El Paso County LTC Ombudsman, and the District Attorney's Office.

30%

Case Management - Case management for Criminal Investigations that are active/ongoing to include up-to-date documentation for at-risk elderly adults. Document all case management actions in Law Enforcement Records Management System (LERMS). Track referrals made to and received from APS, healthcare facilities/hospitals, and other mandated reporters. Track reporting violations of mandated reporters by tracking CSPD call screens for at-risk elderly adults to guarantee quality assurance. Track relevant data and provides analysis to community and agency partners. Coordinate follow up victim support services to include CSPD/VAU and other community/partner agencies as appropriate.



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30%	Collaborate with APS and other support agencies by conducting background checks and premise history reviews of Calls-For-Service for at-risk elderly adults, and ensures accurate call coding. Attend APS Red Team and Adult Protective Review Team staffing, Pikes Peak Elder Abuse Coalition quarterly meetings, and other relevant community meetings. Coordinate with CSPD's Victims Advocacy Unit/Senior Victims Advocacy Team to provide trainings and presentations for relevant community stakeholders and mandated reporters as needed.
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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from accredited college or university with major coursework in social work, behavioral sciences, criminal justice, or a related field.



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Experience: Five years of law enforcement experience in a sworn position or five years of experience in a non-sworn position responsible for investigating allegations of abuse and neglect. A combination of sworn law enforcement and non-sworn investigative experience equivalent to five or more years will also be considered.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver's License	Upon hire
National Crime Information Center (NCIC) Certification	Within 3 months of start date
Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

The job title has no budgetary/ fiscal responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Several times a month
Physical Hazards	Several times a month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally



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Machines, Tools, Equipment, and Work Aids: Computer, keyboard, telephone, fax machine, copier, scanner, video recording equipment, and cellular telephones.

Specialized Computer Equipment and Software: Microsoft Office, CJIS, LERMS, MFR, and Colorado Court Records.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2015